



RESOURCE AND PATIENT MANAGEMENT SYSTEM

# Referred Care Information System

(BMC)

## Addendum to User Manual

Version 4.0 Patch 14  
August 2022

Office of Information Technology  
Division of Information Resource Management

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## 1.0 Introduction

Please review these changes and add a copy of them to any printed documentation your site may be using for Referred Care Information System (RCIS) Version 4.0. These changes will be integrated into future versions of the software and user manuals. These changes will no longer be considered an addendum at the time of the next version release.

This addendum only provides written guidance on changes made in the patch that are relevant to the user. To see a list of all changes made in a patch, please refer to the patch notes for each of the respective patches.

### 1.1 Summary of Changes

This patch contains changes to support the Social Security Number Fraud Prevention Act of 2017 and the Social Security Number Reduction Act.

#### 1.1.1 Patch 14

Patch 14 includes the following changes for the RPMS RCIS application:

- Displays last five (5) referrals for the current location only
- SSN Parameter for Letters removed
- SSN header and value removed from within letters
- SSN removal on Outpatient Referral Log
- SSN removal on Transfer Log
- Bug Fix General Retrieval report for Incomplete Private Insurance information and CHS DT PO field selection

## 2.0 Patch 14 Changes – RPMS RCIS

### 2.1 Display Last 5 Referrals for Current Location

The logic that displays the last five (5) referrals in Add Referral [RCIS – DE – ADD] was modified to display only the referrals for the location that the user is logged into. Previously, the last five referrals displayed were specific to the patient – regardless of the Requesting Facility (i.e., location) of the referral.

```

REFERRED CARE INFORMATION SYSTEM
2021 DEMO HOSPITAL (INST)
Add Referral

Select PATIENT NAME:
DEMO,PATIENTXA                <A>  M 02-02-1984 XXX-XX-5002  TST 500002

*****
**LAST 5 REFERRALS**
*****

06/15/22 2321012100062 DEMO,PATIENTXA      ABC ANESTHESIOLOGISTS PLC
06/14/22 A - 2                               EVALUATION

06/11/22 2321012100064 DEMO,PATIENTXA      ABC CHILDRENS EYE SPECIALIST
06/12/22 A - 2                               EYE EXAM

06/01/22 2321012100066 DEMO,PATIENTXA      ABC ANESTHESIOLOGISTS PLC
06/13/22 A - 2                               EVALUATION

05/31/22 2321012100063 DEMO,PATIENTXA      ABC DENTAL LAB
06/10/22 A - 3                               DENTAL CLEANING/EVALUATION

05/01/22 2321012100067 DEMO,PATIENTXA      ABC VENDOR 2
05/01/22 A - 3                               DIAGNOSTIC IMAGING

Do you want to continue with adding a new referral? Y//
    
```

Figure 2-1: Add Referral Demo Hospital

### 2.2 SSN Parameter for Letter Display Removed

The parameter used to display the SSN in letters [SSN LETTER DISPLAY] was removed from the following menu options:

- Edit Site Parameters [RCIS – MGT – ESP]

```

UPDATE REFERRED CARE INFORMATION SYSTEM (RCIS) PARAMETERS
*****
Referral Year 21 (return):
  ACTIVATE CHS LINK? YES
  PROMPT FOR MGED CARE COM ACTION? YES
  PROMPT FOR ICD/CPT CODES? YES
  ENTER YOUR SITE'S 'OTHER' LOCATION: OTHER
CASE MGR: MIRANDA-COPPLE, THOMAS MD   CHS SUPERVISOR: MYRICK, NELSON MD
BUSINESS OFFICE SUPERVISOR: MYRICK, NELSON MD
Referral Facility Address (return):
REFERRAL CONTACT NAME: RCIS SUPERVISOR
REFERRAL CONTACT PHONE: (555)555-5555
  RCIS ACTIVATION DATE: APR 29, 2003
Mailman/Alert Parameter (return):
  PRIORITY ON ALL REFERRALS? YES
  PRIORITY HELP TEXT (return):
  SEC REF AUTO POPULATE POV: NO
STATE: ARIZONA
  ACTIVATE PCC LINK? YES
  PROMPT FOR LOCAL CATEGORIES? DO
  THIRD PARTY SIGNATURE:
  BENEFITS COORDINATOR:
  UNIVERSAL OR SITE SPEC. LOOKUP: U
  MCC ACTION HS DISPLAY:
  SITE-SPECIFIC LETTER TEXT (return):
  Prompt to print Consult Letter:
    
```

Figure 2-2: Highlighting the Removal of the SSN in Letters from Menu Options

- Display Site Parameters [RCIS – MGT – DISP – DSP]

```

RCIS SITE PARAMETERS
Page 2

RCIS ONLINE START DATE: APR 29, 2003
UNIVERSAL OR SITE SPEC. LOOKUP: UNIVERSAL
MANAGED CARE COMMITTEE ACTION: YES
STUFF ICD/CPT CODING: N
THIRD PARTY SIGNATURE:
BENEFITS COORDINATOR:
REF ADDRESS-STREET: 5300 HOMESTEAD RD
REF ADDRESS-CITY: ALBUQUERQUE
REF ADDRESS-STATE: NEW MEXICO
REF ADDRESS-ZIP CODE: 87777
AHCCCS ID NO:
AHCCCS LOCATION NO:
AHCCCS NAME:
AHCCCS ADDRESS:
AHCCCS TELEPHONE NUMBER:
AHCCCS PROVIDER NO:
HLTH SUM DISPLAY MCC ACTION:
CHS DENIAL CLOSE REFERRAL: YES
Press 'RETURN' to continue or '^' to exit:
    
```

Figure 2-3: Display Site Parameters Menu Options

## 2.3 SSN Removed from Letters

The SSN header and value was removed from the **STANDARD IHS REFERRAL LETTER** and **CALL-IN NOTIFICATION LETTER**. These letters can be accessed by either of the following menu options:

- Print Referral Letters (CHS Approval Status) [RCIS – DE – LTRS – PCHS]
- Print Referral Letters (All Types of Letters) [RCIS – SPEC – PRF]

```

Referral for Contract Professional Services      MAY 01, 2022
*****
Patient Identification, Address, Phone
Patient Name: DEMO,PATIENTXA                    ID Number: TST 500002
          [REDACTED]                               Sex: MALE
Address: 123 EAST RIVER ROAD                    DOB: 02/02/1984
          SANTA FE, NEW MEXICO 88888             Hm Phone: 555-123-1111
-----
Referred to: ABC VENDOR 2
Mailing: 100 STREET ST                          Physical: 123 BILLING STREET
          ALBUQUERQUE, NM 87111                 ALBUQUERQUE, NM 81234
                                                2321012100067
OUTPATIENT Services                            Appointment Date: 5/1/22
# of Outpatient Visits: 3                      Expected Ending Date: MAY 01, 2022
Priority Rating: 2
-----
Purpose/Services Requested: DIAGNOSTIC IMAGING
Additional Medical Information Attached: NO
-----
If you have any questions concerning this referral, please contact:
2021 DEMO HOSPITAL (INST) (contact: RCIS SUPERVISOR)
Enter RETURN to continue or '^' to exit:
    
```

Figure 2-4: SSN Header and Value Removal from Standard IHS Referral Letter

```

Contract Professional Services Notification      MAY 01, 2022
*****
Patient Identification, Address, Phone
Patient Name: DEMO,PATIENTXA                    ID Number: TST 500002
          [REDACTED]                               Sex: MALE
Address: 123 EAST RIVER ROAD                    DOB: 02/02/1984
          SANTA FE, NEW MEXICO 88888             Hm Phone: 555-123-1111
-----
Referred to: ABC VENDOR 2
Mailing: 100 STREET ST                          Physical: 123 BILLING STREET
          ALBUQUERQUE, NM 87111                 ALBUQUERQUE, NM 81234
                                                2321012100067
OUTPATIENT Services                            Appointment Date: 5/1/22
# of Outpatient Visits: 3                      Expected Ending Date: MAY 01, 2022
Priority Rating: 2
-----
Purpose/Services Requested: DIAGNOSTIC IMAGING
Additional Medical Information Attached: NO
-----
If you have any questions concerning this referral, please contact:
2021 DEMO HOSPITAL (INST) (contact: RCIS SUPERVISOR)
Enter RETURN to continue or '^' to exit:
    
```

Figure 2-5: Call In Notification Letter Removal from Standard IHS Referral Letter

## Acronym List

Acronym	Term Meaning
IHS	Indian Health Service
RCIS	Referred Care Information System
RPMS	Resource and Patient Management System
SSN	Social Security Number

## Contact Information

If you have any questions or comments regarding this distribution, please contact the IHS IT Service Desk.

**Phone:** (888) 830-7280 (toll free)

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